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Woodlands Primary School

Reference 59 / 2017

11 May 2017

Dear Parents/Guardians

TRAVEL DECLARATION

The school term is coming to an end and the mid-end school vacation will be from 27 May to 26 June 2017.

2 Pupils who are travelling out of Singapore during the school vacation are required to keep the school informed of their travel plans through MC Online portal at <https://www.mconline.sg> by **19 May 2017**. Parents may make changes or add new travel plans through the portal, anytime during the school vacation.

3 P1 pupils

It is compulsory for all P1 pupils to declare their travel plans regardless of the travel intent. A NIL return is required. This is to allow P1 parents to familiarise themselves with the online declaration system and understand the importance of exercising social responsibility.

4 P2 to P6 pupils

Only pupils who are travelling are required to submit their travel plans.

5 Please refer to Annex A for the step-by-step guide on how to submit your child's/ward's travel declaration via MC Online.

6 Thank you.

Yours sincerely

Haryati Teh (Mrs)
Vice-Principal (Admin)

Annex A Step-by-step guide for Travel Declaration on MC Online portal

Step-by-step guide for Travel Declaration on MC Online portal

Step 1 :
Log in using your child's/ward's account

Step 2 :
Click "School Admin", "Travel Planner" and then "View Travel Plans"

Step 3 :
Click "Add New Travel Plan"

Step 4 :
Indicate if you are traveling

Step 5 :
If you are traveling, fill in the required fields and then submit.